

District of Columbia  
Department of Youth Rehabilitation Services



**REQUEST FOR APPLICATIONS (RFA)**

Capacity Building for the Community Program Initiative  
(Short name: CPI)  
RFA # 2020-20-01

**Publication Date:** 5/3/2019

**Application Deadline:** 6/10/2019 at 4:30pm

Government of the District of Columbia  
450 H Street, NW  
7th Floor  
Washington, DC 20002  
(202) 299-3996



## TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION .....	4
<b>1.1 Introduction</b> .....	4
<b>1.2 Organizational History</b> .....	4
<b>1.3 Program Models</b> .....	4
<b>1.4 Purpose of the Grants</b> .....	6
<b>1.5 Project Outcomes, Outputs, and Deliverables</b> .....	7
<b>1.6 Source of Grant Funding</b> .....	8
<b>1.7 Award Amount and Period</b> .....	8
<b>1.8 Eligibility</b> .....	8
<b>1.9 Competition for a Grant Award</b> .....	9
<b>1.10 Permissible Use of Grant Funds</b> .....	9
<b>1.11 Grant Monitoring</b> .....	9
SECTION 2. PROGRAM AND ADMINISTRATIVE REQUIREMENTS .....	10
<b>2.1 Pre-Award Site Visit</b> .....	10
<b>2.3 Tracking and Reporting System</b> .....	10
<b>2.4 Use of Funds</b> .....	10
<b>2.5 Permissible Use of Grant Funds</b> .....	11
<b>2.6 Reporting Requirements</b> .....	14
SECTION 3. APPLICATION CONTENT AND SUBMISSION .....	15
<b>3.1 Format</b> .....	15
<b>3.2 Applicant Profile</b> .....	15
<b>3.3 Narrative</b> .....	15
<b>3.4 Performance Measures</b> .....	16
<b>3.6 Submission</b> .....	19
SECTION 4. APPLICATION REVIEW AND SCORING .....	20
<b>4.1 Review Panel</b> .....	20
<b>4.2 Scoring Criteria</b> .....	20
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....	21
<b>5.1 Submissions If Applicant Will Receive the Grant</b> .....	21

SECTION 6. CONTACT INFORMATION AND APPLICATION SUPPORT .....	22
<b>6.1 Agency Point of Contact</b> .....	22
<b>6.2 Updates and Questions and Answers (Q&amp;A)</b> .....	22
<b>6.3 Pre-Application Conferences</b> .....	22

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Youth Rehabilitation Services (DYRS) solicits grant applications from eligible entities (Applicants) to propose an implementation and management plan for a comprehensive and coordinated system of programs and services for D.C. court-involved youth and families. The goal of this Request for Applications (RFA) is consistent with the DYRS mission – to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment, consistent with public safety. DYRS seeks applicants to support the DYRS vision – to provide the nation’s best continuum of care for court-involved youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support.

### **1.2 Organizational History**

Since its inception, DYRS enacted reforms to advance the District’s juvenile justice goals of rehabilitating youth in the least restrictive, most home-like environment consistent with public safety. DYRS recognizes that engaging youth in structured, positive activities and systemically connecting young people to a broader network of formal and informal supports is a more effective way to help youth succeed while promoting public safety. In partnership with families and the public, DYRS aims to empower court-involved young people and foster accountability to their communities. DYRS now offers a community-based continuum of services that is local, accessible, and focused on positive youth development.

As part of a thoughtful, deliberate effort to support youth, a unique suite of services and an individualized program – called a Success Plan – is developed for each youth throughout their commitment. Success Plans are reviewed and updated every 90 days through a process called Team Decision Making (TDM).<sup>1</sup> It is through the TDM meetings that youth are referred to the service delivery models by DYRS.

### **1.3 Program Models**

DYRS programming is at the forefront of a national trend in offering progressive, rehabilitative juvenile justice programming. The overall goal of the DYRS’s programs is to help court-involved youth and their families achieve personal goals and milestones through the provision of a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support. Our programs serve as a

---

<sup>1</sup> In a Team Decision Making (TDM) meeting, the youth, his/her parents and family members, other support persons in the youth’s life, service providers, community representatives, and the caseworker come together to create a plan for each youth. The meeting is a sharing of all information which relates to the youth, including but not limited to: education, safety, functioning of the family, strengths, challenges, placement, goals, and mental health treatment. The goal is to reach consensus on decisions regarding the youth. TDM meetings allow everyone involved to have a voice and understand the basis for decisions.

bridge between youth, families, and the community through outreach, engagement and other supportive services by implementing the service delivery models with the following three objectives in mind:

- To advance the rehabilitation of DYRS youth by connecting them to services, supports, and resources that help them reach their goals and developmental milestones;
- To enhance public safety by engaging youth in positive, developmentally appropriate, and structured activities that complement and enhance DYRS's methodologies for the care and supervision of young people; and
- To create safer and stronger communities that support youth and families by investing directly in local organizational and human resources that are accessible and dedicated to strengthening young people and their families.

Programming includes activities in the achievement centers, community-based programming, and mentorship.

The achievement center model consists of a network of experts and providers that deliver programming to committed youth at DYRS office locations. The community model consists of a network of providers and programs that offer supportive services and programs to young people in the community. The mentorship program offers youth one-to-one mentorship from adults who were once previously engaged with the justice system.

In July 2014, DYRS opened its first achievement center with the intention of expanding and strengthening the continuum of programming to committed youth at its headquarters. In March 2016, DYRS opened its second achievement center in Southeast DC. The opening of its second achievement center allowed the agency to expand its reach of drop-in center programming and supports for youth and families.

Designed as a safe space for youth, the achievement centers provide drop-in center activities, as well as structured programming and classes. The centers also seek to serve as a bridge between youth, families, and the community through outreach, engagement and other supportive services. Throughout the year, several events are held at each center including family nights, job fairs, guest speakers, and community forums.

The achievement centers offer court-involved youth programming grounded in the Positive Youth Justice (PYJ) framework to foster career development, life skills, and healthy living. The following table illustrates the PYJ and the typical activities and experiences that support growth in each domain.

## Six Positive Youth Justice Domains

<b>Work</b> <ul style="list-style-type: none"><li>•Job Experience</li><li>•Apprenticeships</li><li>•Job Preparedness</li><li>•Income and independence</li></ul>	<b>Relationship</b> <ul style="list-style-type: none"><li>•Communication Skills</li><li>•Conflict Resolution</li><li>•Family systems</li><li>•Intimacy and support</li></ul>	<b>Health</b> <ul style="list-style-type: none"><li>•Physical activity</li><li>•Diet and nutrition</li><li>•Behavioral health</li><li>•Lifestyle and sexuality</li></ul>
<b>Education</b> <ul style="list-style-type: none"><li>•Literacy</li><li>•Credentials</li><li>•Learning skills</li></ul>	<b>Community</b> <ul style="list-style-type: none"><li>•Civic engagement</li><li>•Community leadership</li><li>•Service</li></ul>	<b>Creativity</b> <ul style="list-style-type: none"><li>•Personal expression</li><li>•Visual arts</li><li>•Performing arts</li></ul>

### 1.4 Purpose of the Grants

The purpose of this Request for Applications is to announce funding availability and to seek eligible entities to propose a plan for the implementation and management of a comprehensive and coordinated system of programs and services for D.C. court-involved youth and families. DYRS seeks one grantee for fiscal year 20 (October 1, 2019 – September 30, 2020) to implement and manage the delivery of innovative, impactful, activities to include: community-based activities, achievement center-based services, and one-to-one mentorship opportunities. The grant may be extended two additional years pending grantee performance and availability of funding.

Each applicant is invited to propose a comprehensive, thoughtful plan for one-year of programming to include how it will:

- Manage and support subgrantees – a full service coalition of service providers – in providing direct services to court-involved youth in the areas of community-based activities, achievement center activities, and one-to-one mentorship opportunities.
- Support subgrantees in managing day-to-day operations related to programming.
- Organize youth referrals.
- Conduct attendance reporting.
- Submit proper invoices.
- Comply with the approved budget and apply the required match amount.
- Report program progress throughout the grant period.

## **1.5 Project Outcomes, Outputs, and Deliverables**

DYRS seeks an applicant that proposes a plan that aligns with the domains of the PYJ framework. Awarded grantees will not be expected to conduct the solicitation process for all subgrantees.

While DYRS will manage the solicitation process for subgrantees, the selected grantee to this RFA will ensure that all subsequently selected subgrantees:

- Provide services to court-involved youth
- Create and maintain data-driven programmatic management practices
- Promote continuous learning and capacity building
- Practice compliant financial stewardship of all grant funds
- Measure the overall impact of services provided

After the grant is awarded, a full grant award package and Activities Funded document will delineate the required activities, outputs, and deliverables of the selected grantee.

### **Outcomes**

The overall outcome for this grant program is in alignment with the DYRS mission – to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment, consistent with public safety.

### **Sample Outputs**

By the end of the grant period, the grantee will have achieved the following:

- Managed and supported at least 20 to 25 subgrantees in maintaining a continuum of community-based services tailored to the needs of DYRS youth and families.
- Managed and supported 20 to 25 subgrantees in providing case planning, care coordination, and ongoing case management for at least 50 to 100 youth.
- Managed and supported the subgrantees' mentorship programming to at least 12 youth through the one-to-one mentorship program.

### **Sample Deliverables**

By the end of the grant period, the grantee will have completed the following:

- Managed and supported subgrantees in planning and hosting at least two (2) special events during each quarter (8 in total) across various sites.

- Managed and supported subgrantees in planning and hosting at least (2) family engagement events held at two different locations.
- Managed and supported subgrantees in planning and hosting at least (2) job or career-oriented events at two different locations.
- Managed and supported subgrantees in planning and hosting at least (2) educational events at two different locations.
- Managed and supported subgrantees in planning and hosting at least (2) multidisciplinary arts events at two different locations. Though the grantee is wholly responsible for planning and implementing the event programming, the DYRS program manager will approve each event prior to its planning and execution.
- A monthly or quarterly programmatic and financial report will be submitted to DYRS.
- A final report consolidating and summarizing the efforts of the grantee and all subgrantees, to include data detailing the impact of the programming, will be submitted no later than thirty days before the end of the grant period.
- A power point presentation detailing the impact of the funding provided and the programming offered to be submitted to DYRS no later than thirty days after the end of the grant period.

## **1.6 Source of Grant Funding**

Funds are made available through District appropriations to the DYRS.

## **1.7 Award Amount and Period**

The total award amount is approximately \$7.9 million for one year. The grant award may be extended for two additional years and additional funding may be provided pending grantee performance and the availability of funds.

The selected grantee will not solicit subgrantees, though it will ensure that subgrantees fulfill the terms of their subgrants and the direct services required of their grant awards.

Should the selected grantee to this RFA receive grant funding for any additional years, it will be required to solicit subgrantees in years 2 and 3 of the grant award.

## **1.8 Eligibility**

Any public or private community-based non-profit agency, faith-based organization, university, or government institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.



Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DYRS in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

### **1.9 Competition for a Grant Award**

This RFA is competitive. Each applicant must demonstrate its ability to carry out the activities for the grant. A review panel will evaluate the applications and grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization's capacity to achieve the grant's goals.

### **1.10 Permissible Use of Grant Funds**

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DYRS at its sole discretion.

### **1.11 Grant Monitoring**

In its sole discretion, DYRS may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

## **SECTION 2. PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **2.1 Pre-Award Site Visit**

Highly ranked applicants who are recommended for funding by an evaluation panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of DYRS.

### **2.3 Tracking and Reporting System**

The grantee is required to provide technical supervision to the subgrantees in the following areas:

- ensuring appropriate service delivery
- financial management and reporting
- regularly recording youth activity data
- recording youth progress and achievements

The grantee will be required to support all subgrantees within the service coalition in daily entering of required data into FAMCare – the DYRS case management system. In FAMCare, DYRS records, tracks, and reports enrollment into services, youth attendance, youth activities, youth outcomes achieved or milestones reached, and other important information relevant to the treatment and success of each young person. Grantees are responsible for entering data into the system in a timely manner and submitting reports for data validation and substantiation.

### **2.4 Use of Funds**

The acceptance of a grant from DYRS creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them in accordance with applicable federal, DC, and DYRS requirements. All DYRS grantees are required to maintain financial management systems that comply with the financial management standards in the Office of Management and Budget (OMB) Uniform Grant Guidance, as codified in 2 Code Federal Regulations 200.

No payments under a grant may be made until the DYRS has distributed the full grant award notification package to the grantee and a purchase order is established. All DYRS grants are made on a cost-reimbursement basis. All project costs claimed must be paid for prior to requesting reimbursement from DYRS, and proof of cost incurred and payment completion must be submitted to DYRS on a monthly basis for review and reconciliation. Additionally, DYRS retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, in any unearned payment for which the local share is not contributed, and in property acquired through the grant to which DYRS either retains title or reserves the right to transfer title.

## 2.5 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis. DYRS does not offer advance payments to any grantees.

DYRS will establish how certain types of costs are evaluated to determine whether and to what extent they are reimbursable. The cost principles apply to the grantee and any sub-award made by the grantee. Several general principles determine whether particular costs claimed under the grant will be reimbursed:

1. The maximum obligation of DYRS to support the program will not exceed the amount specified in the Notification of Grant Award.
2. The cost of an item claimed must be allowable, reasonable, allocable to the grant and consistent with any specific limitations and exclusions in the grant award.
3. The cost of an item claimed must be clearly allocable to the grant and to one or more specific objectives under the grant. Claims must contribute to the purposes and execution of the grant project. Indirect costs are often allocable to several programs, and how the grantee determines the amount allocable to the specific grant must be detailed in the budget narrative.
4. Each cost item must be treated consistently by the grantee within its grant and its non-grant activities and be determined in accordance with generally accepted accounting principles.
5. Each cost item must be adequately documented.
6. Be necessary and reasonable for proper and efficient performance and administration of the applicable award or grant.
7. Be allowable and allocable under the grant guidelines.
8. Be allowable under the provisions of 2 CFR Part 200 and conform to any limitations or exclusions set forth therein.

Special Note: allowable expenses are those that have been incurred in compliance with the terms of the relevant grant agreement—or have otherwise been pre-approved in writing by DYRS—and have been validated by DYRS based on sufficient and appropriate documentary evidence.

### Allowable Costs

1. Salaries and wages for employees working on a DYRS grant project during the grant period that are allowable if:
  - total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities
  - charges are properly documented including direct salary charges and salaries allocated to indirect costs
  - fringe benefits computed under a formally established and consistently applied organizational policy are allowed as a direct cost if they are included in the grantee's budget schedules and narrative.

2. Travel costs for travel inside the Beltway. In limited circumstances, DYRS may approve an exception (i.e. where a grantees attendance at an out-of-state event contributes to the purposes and goals of the grant). Travel is reimbursed at the DYRS-established mileage rate<sup>2</sup> or actual fares.
3. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more is not allowable unless DYRS approves in advance.
4. Consultant services. Grantees are expected to use the services of their own employees to the maximum extent in carrying out the activities supported by DYRS grants. However, where it is necessary to contract for the services of an individual or group who is not an employee, the grantee must do so in accordance with its own organizational contracting procedures and the factors specified in this cost principles section. The grantee's budget and/or request for approval of a consultant contract must specify the rates for service and other consultant costs broken down by category. Contractor and consultant costs are considered "direct" expenses in the DYRS grant application should be included budget documents as such.
5. Audit costs related to the grant project are allowable as part of the grantee's indirect costs.

### Unallowable Costs

The following costs are unallowable (including but not limited to):

1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties
2. Goods or Services for personal use / Entertainment / Alcoholic beverages - including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the grant award or with prior written approval from DYRS
3. Gifts, Donations and Contributions
4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant
5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS
7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable
8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable
9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.

---

<sup>2</sup> All District government agencies follow the standard rates established by the IRS.

10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.
11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, however represented, are unallowable.
12. Merit awards and bonuses

DYRS retains the right to deem other costs unallowable should the agency determine the expense to be outside the scope of the grant or grant goals and objectives.

### Matching Funds

All applicants are expected to contribute a 3% to 5 % match of the total grant award. All applicants must provide proof of matching funds for their proposed program equal to 3% to 5% of the requested amount. Organizations will be required to have matching funds in place for each awarded year of the grant. The selected grantee must provide proof of match upon submission of the grant application.

Matching funds may not include funds received from a District of Columbia government agency; or funds received from another organization that originated as a grant from a DC government agency; or co-payments from the program participants for services received.

Matching funds may include federal grant funds not awarded by a DC agency; or support from foundations, corporations, or individuals; or funds from an organization's general support fund or fiscal reserve. Matching funds can include additional grants awarded, donations, and any other monetary contributions made to the organization. Matching funds documentation may be submitted in several forms.

### Disbursement of Funds

DYRS will not reimburse the grantee for any work undertaken before DYRS notifies recipient of the grant award.

DYRS will only reimburse grantee for expenditures incurred to perform work under the grant.

DYRS operates on the District's fiscal year, which begins October 1 of every calendar year and ends September 30 of the next calendar year. The grantee may submit reimbursement requests or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DYRS may make electronic payments in lieu of mailing checks. DYRS generally pay invoices 30 days after receiving a proper invoice with sufficient documentation.

DYRS will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

## 2.6 Reporting Requirements

As a continuing condition of eligibility for funding, the grantee is required to submit quarterly or monthly programmatic and financial reports to ensure that the grantee is properly using grant funds, making progress in carrying out the proposed program, and meeting data collection and reporting requirements.

Submitted reports will detail: actions taken in the preceding quarter, highlight outputs achieved, provide a financial update, describe unforeseen changes to project timetable, staffing, partnerships, other changes that may affect project outcomes, meetings and/or trainings held for all subgrantees within the service coalition, the number of youth served, achievements in capacity building, administrative goals, and progress on objectives.

DYRS will conduct a pre-award risk assessment of the grantee to determine the frequency of reporting requirements.

A sample reporting schedule for quarterly reports is as follows:

Quarter 1 (October - December):	January 15
Quarter 2 (January - March):	April 15
Quarter 3 (April – June):	July 15
Quarter 4 (July - September):	September 30

If a report's due date falls on a weekend or a District holiday, the report will be due on the next business day.

DYRS will provide a suggested reporting template for progress reports and final reports. The final report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. DYRS requires submission of data and analysis of the data.

## SECTION 3. APPLICATION CONTENT AND SUBMISSION

### 3.1 Format

Applications must be submitted electronically using DYRS' grants management system, Philantrack. The application portal is available at: <http://dyrs.dc.gov/page/doing-business-dyrs>.

Proposals must be formatted according to the Philantrack system's standards. All applicants must submit additional materials, including any tables, charts, photographs, work plan, budget, budget narrative, resumes, and required documents (referred to below) in the Philantrack system. In some special circumstances, DYRS will accept emails containing the proposals and other documents. Applicants must seek prior approval before submission in this manner. The deadline will not change due to special circumstances.

### 3.2 Applicant Profile

Philantrack will require each applicant to provide information such as the organization's name, type of organization, Tax ID number, DUNS number, organizational funding sources, and target populations served by the applicant.

### 3.3 Narrative

In the Philantrack platform, applicants will propose a plan for capacity building and successful grants management throughout the project period. All proposals must justify the ability and qualifications of the applicant to deliver the requested capacity building and administrative services to the selected subgrantees. Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question.

Generally, the questions in the application portal will encompass the following elements:

Narrative
<ul style="list-style-type: none"><li>• Organizational Background</li><li>• Experience working with target population</li><li>• Experience and ability to successfully managing subgrantees</li><li>• Key personnel to contribute to project success</li><li>• Project evaluation</li></ul>
Budget and Budget Narrative
<ul style="list-style-type: none"><li>• Submit a budget narrative which offers a description of costs associated with each line item and clear justification for the line items in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditures are proposed and how the line item amounts were derived.</li></ul>

- **The numeric budget and budget narrative must include a match amount between 3 percent and 5 percent of the total amount request.**
- The budget narrative should also provide evidence of an established accounting system with policies and procedures that reasonably ensure internal controls are maintained in managing funds. Outline these systems and policies clearly and provide details on how these systems will be utilized to meet grant requirements.
- The budget is the total amount of direct and indirect costs estimated to carry out the proposed program. Only allowable, allocable, and reasonable costs may be included in the proposed budget. Travel outside the DC metro area is not allowable expense unless previously approved by DYRS.
- Budget forms and budget narratives are not counted in the page limit. Budget templates will be made available on the DYRS website at <http://dyrs.dc.gov/page/doing-business-dyrs>.
- DYRS recommends that applicants to this grant program use the following line items when developing a numeric budget:
  1. personnel costs
  2. fringe benefits – including payroll taxes, health, disability and life insurance, unemployment compensation taxes, retirement benefits
  3. travel – separating out mileage and fares (for personnel)
  4. transportation costs for getting youth to and from services (if applicable)
  5. communications – including postage, delivery charges, internet service
  6. supplies and equipment
  7. training\*
  8. Service Coalition costs\*
  9. summer programming\*
  10. youth and family engagement\*
  11. other direct costs
  12. indirect costs \*
  13. match

### **3.4 Performance Measures**

The grantee and its subgrantees will be monitored by DYRS to ensure compliance with all federal, local, and agency requirements and to evaluate progress on proposed objectives. DYRS will monitor the grantee for functions and activities performed under the grant to ensure compliance with all applicable requirements and to ensure services and responsibilities outlined and performance goals are achieved. DYRS will monitor progress through oral and written communications, review of information through regular reports and/or specific requests, on-site visits, and formal audits.



DYRS will monitor its grantees according to the approved proposal and terms of the grant award notification and the Activities Funded document.

### **3.5 Required Documents**

Each of the following documents must be filed as part of a complete application submission. If any of the documents is not included as part of the application submission, DYRS may classify the grant application as “received” but not “filed.” If a government agency must issue a required document – and an applicant has requested the document but not received it – DYRS may accept a copy of the applicant’s request to the agency for the purpose of deeming the application complete. The following items are required:

#### Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DYRS requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

#### IRS W-9 Tax Form

The applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). SYRS defines “current” to mean that the document was completed within the same calendar year as that of the application date.

#### Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IIRS tax-exempt status determination then that organization’s tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*).).

#### Applicant’s Current Fiscal Year Budget

The applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix A. Also, the applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

### Audited Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available the applicant must provide its most recent complete year's unaudited financial statements.

### Indirect Cost Rate Agreement

If the applicant has a negotiated indirect cost rate with a federal agency, it must submit evidence of that negotiated rate with its application package. If an applicant does not have a negotiated indirect cost rate, or if not established, DYRS will accept an explanation of how indirect costs will be calculated on letterhead and signed by the organizations financial officer or president.

### Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization to prevent fraud or waste and maintain internal controls for the financial management of grant funds. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel working in financial transactions;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and
- Address other limits on staff and board members' handling of the organization's funds.

### Letters of Support

The proposal must identify and attach a letter of support on the supporting entity's letterhead, signed by an authorized representative.

### Partner Documents

If applicable, the applicant must submit any partnering organization's Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs and documentation of the partner's tax exempt status.

### System for Award Management (SAM) Registration

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DYRS.

#### Documentation or Proof of Matching Funds

Either of the following documents will be accepted: (a) award letters signed with the award amount and date awarded clearly stated; or (b) donation letters from any private donor documenting the amount donated and the date of the donation (in-kind donation and monetary donations are accepted).

#### Other Documents

- Signed Promises, Certifications, Assertions, and Assurances

### **3.6 Submission**

All applications must be submitted electronically using Philantrack unless special circumstances require emailed applications. Applications can be submitted online at: <http://dyrs.dc.gov/page/doing-business-dyrs>. See section 6 of this RFA for should you require assistance with regard to application submission.

DYRS strongly recommends that applicants use appropriately descriptive file names (e.g. Narrative, Budget Narrative, Proposed Budget, Resumes, etc.) for all attachments. DYRS recommends that applicants submit resumes in a single file.

## SECTION 4. APPLICATION REVIEW AND SCORING

### 4.1 Review Panel

This is a competitive grant. The review panel will read, score, and rank each applicant's proposal. The panel will recommend the top scorers for award of the grant.

Review panels may vary in size but will typically comprise three to five people. Whenever practicable, each panel will include at least one person external to DYRS.

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards vests solely with the Director based on assessment of the recommendations of the review panel, pre-award site visit reports, and any other information considered relevant.

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application.

### 4.2 Scoring Criteria

Proposals will be reviewed against the following scoring criteria:

Criteria	Points
<i>Target population:</i> Proposal reflects applicant's extensive knowledge of working with the intended target population and includes examples of this experience.	10
<i>Managing subgrantees:</i> Proposal reflects a thoughtful project description and work plan for technically managing subgrantees – in developing programming, entering data into FAMCare, and evaluating program success – to support youth and their families in a rehabilitative context.	25
<i>Organizational capacity and key personnel:</i> Proposal demonstrates an applicant's organizational capacity and offers a clear plan for how to best utilize staff to reach proposed outcomes, conduct activities, and yield outputs. Provide a brief biographical paragraph on any individuals whose expertise will be utilized during the grant period. Describe the role this individual will fulfill in order to achieve desired outcomes, conduct activities, and yield outputs.	25
<i>Evaluation:</i> The evaluation plan reflects robust and thoughtful techniques for measuring project success.	20
<i>Budget:</i> The application includes a reasonable, comprehensive, accurate numeric budget that includes a plan for use of flex funds and gift card incentives.	10
<i>Budget Narrative:</i> The application includes a clear, compelling budget narrative, one which justifies the line items listed in the numeric budget.	10

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the grantee must provide the following documents.

#### Certificate of Insurance

The grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in the General Terms and Conditions. DYRS will not adjust approved budgets to cover the costs of grantee insurance.

#### Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the grantee shall notify DYRS of any changes that may have occurred to its organization since the time of submission of its original application.

## **SECTION 6. CONTACT INFORMATION AND APPLICATION SUPPORT**

### **6.1 Agency Point of Contact**

For questions about the RFA or its content, or for support in submitting your application, call Kish Rusek at 202-299-3996 or 202-549-4427 or write to: [dyrscapacitybuilding.2020@dc.gov](mailto:dyrscapacitybuilding.2020@dc.gov).

### **6.2 Updates and Questions and Answers (Q&A)**

Additional information may become available before the application is due. It is the applicant's responsibility to review the status and requirements of the grant for which it is applying.

DYRS will publish questions and answers within 24 to 48 hours of receiving them at [dyrs.dc.gov](http://dyrs.dc.gov).

Questions will be received until seven calendar days before the application is due.

### **6.3 Pre-Application Conferences**

Applicants are encouraged attend a pre-application conference to be held at 450 H Street, NW. The pre-application conference date(s) will be posted on at [dyrs.dc.gov](http://dyrs.dc.gov).